

Personal Identification Number Issuance Process

To be issued a Personal Identification Number (PIN) for aircraft operations to or from any of the Maryland Three airports, you must follow all of the steps listed below.

1. Initiating the process:

Initiate the process by visiting the airport for which you wish to apply for access. Ask to speak to the Airport Security Coordinator (ASC), transient flight operators should contact the ASC for the airport they intend to operate to/from, and tell them you are interested in applying for a PIN number. You will need to present your pilot certificate and government issued photo identification (I.D.) to the Airport Security Coordinator (ASC), or their alternate, to be photocopied. Once this information is taken you will be given a PIN issuance form.

Acceptable forms of government issued photo I.D. include, but not limited to:

- A drivers license issued by a U.S. State
- A U.S. passport
- A U.S. military ID

2. PIN Issuance Form:

You must complete the PIN Issuance form and submit it to TSA before you are issued a PIN. To complete the form, you must:

- a. Check the appropriate box for the type of operation.
- b. Complete all relevant applicant information. Mark all areas that are not applicable as "N/A".
- c. Visit the appropriate Federal Aviation Administration (FAA) Flight Standards District Office (FSDO), in order for the FAA to review/inspect your certificate(s).
- d. Visit the fingerprinting office located at the Ronald Reagan Washington National Airport (DCA) and have your fingerprints taken. The representative, at this location, will then complete the appropriate sections of the PIN issuance form.
- e. After reviewing the security briefing material at the airport for which you are applying, print and sign your name, and date the PIN issuance form and return it to the ASC. The ASC must also print and sign his or her name, and date the form.
- f. Once the form is completed and received by TSA your application will be processed. Please note that applications that are not completed or do not contain the correct authorizing signatures may be returned.

3. **FAA FSDO Visit:**

Contact the FSDO Monday-Friday: 8:00 am – 5:00 pm to make an appointment to have your documents reviewed. You will need to bring your drivers license or government-issued photo ID, airmen certificate, and medical certificate for review by a FSDO inspector.

- a. College Park Airport (CGS) applicants should contact the Baltimore FSDO and request an appointment with John Michelli or John Barry by calling 410-787-0040. The FSDO is located in a one-story “L” shaped building at 890 Airport Park Road, Suite 101, Glen Burnie, MD 21061. The entrance is located at the front of the building and “FAA Flight Standards” is posted over the door to the suite.
- b. Potomac Airfield, Washington Executive/Hyde Field, and transient flight operations applicants should contact the Washington FSDO and request an appointment with Bruce McGray by calling 703-661-8160. The address for the Washington FSDO is 44965 Aviation Drive, Suite 112, Washington Dulles International Airport, Dulles, VA 20166-7524.
- c. Have the FAA FSDO inspector print his or her name and inspector number, and sign and date the form verifying that they have inspected the required documents.
- d. When the information is verified, the FAA FSDO will notify the TSA-Maryland Three Program Office with the appropriate FAA clearance

4. **Fingerprinting:**

Fingerprints are taken only at DCA, Airport Operations, which is located in the basement under the lobby of the South Terminal “A”. Use parking garage “A”, take the elevator to level “W,” and then take the moving walkway located in the underground tunnel to Terminal “A”. At the end of the tunnel, go up the escalator and at the top of the escalator go through the electric doors and turn left down the corridor. Take the elevator down to the basement ground floor to “OPERATIONS” or follow the signs down the stairs to Airport Operations. The security office is located in room A1-176. The office is open weekdays from 7:00 am to 12:00 pm and 1:00 pm to 3:00 pm.

- a. Report to DCA Operations located in room A1-176
- b. Present the representative with your PIN issuance form.
- c. You will be required to pay the \$31.00 processing fee with cash or credit card, which is due at the time of fingerprinting.
- d. Upon payment of the processing fee you will receive a payment receipt from the Airport’s Agent Cashier.

- e. Take the receipt and the fingerprinting forms to the technician who is located in the adjacent office. The fingerprinting technician will request the reference codes for processing, which are SON = 644F and SOI = TD30.
- f. Get fingerprinted.
- g. Have the fingerprinting technician print and sign his or her name and date the PIN issuance form verifying that you have been fingerprinted.

Note: A manual name check request may only be processed after two sets of fingerprints have been rejected for image quality. The manual name check must be submitted within 90 days of notification that the second set of fingerprints has been rejected.

5. **Security Procedure Review:**

Take your completed PIN issuance form to the airport where you began the process.

- a. Present your PIN Issuance form to the ASC or his or her alternate and tell him or her that you need to view the security procedures videotape.
- b. Watch the videotape, which is approximately 40 minutes long.
- c. Upon completion, sign and date the PIN issuance form attesting that you have viewed and understand the contents of the security procedures videotape.
- d. Have the ASC, or his/her alternate, print and sign his or her name and date the form, verifying that he or she has collected all of the required information and that you have viewed the security procedures videotape. The ASC, or his/her alternate, will then fax the form to TSA and retain the original form. This form will validate that you have completed the application process.

If cleared, the TSA will notify your ASC who will then contact you with your PIN number.

Contacts:

College Park Airport (CGS)	Mr. Lee Schiek Airport Security Coordinator Phone: 301-864-5844 E-Mail: leeschiek@hotmail.com
Potomac Airfield (VKX)	Mr. David Wartofsky, Airport Security Coordinator Phone: 301-248-5720 E-Mail: bigcheese@potomac-airfield.com
Hyde Field (W32)	Mr. Ray Isherwood, Airport Security Coordinator Phone: 301-297-7388 E-Mail: rtish1@aol.com
TSA Point of Contact	Mr. Dirk Ahle Phone: 571-227-1504 E-Mail: Dirk.Ahle@dhs.gov